

# Monthly Property Management Services

## 1. Payment Collection

- We offer tenants automatic and online direct debit options
- Handle any delinquencies and oversee evictions if necessary
- Hold Security Deposits in special account & conform to state and local laws

## 2. Repair / Maintenance

- Provide 24/7 On call Emergency Maintenance
- Property Repair
- Vendor Negotiation
- Property Inspections

## 3. General Tenant Issues

- Lease renewals and rent increases
- Noise or Association violation issues

## 4. Accounting & Reports

- Payment of Expenses on Property
- Financial Statements
  - Monthly Owner Statements for Income / Expenses per Property (**see attached sample**)
  - Monthly Direct Deposit Distributions
  - End of Year Reports for Tax filings
- Owner Online Web Access
  - Make online contributions
  - View financial information including checks written, bills paid, distributions, and management fees
  - Run reports
  - View scanned copies of documents, bills and receipts



## 5. For Vacant Properties or during times when the property is vacant

- Periodic Inspections
- Start/Stop Utility Services
- Winterize
- Occupy Property - See Leasing Services

## 6. Contract

- Our Contracts can be cancelled anytime with a 30 day notice
- There are **NO LONG TERM COMMITMENTS!**

## 7. Cost – Varies from 5% to 10% of the total gross monthly income

## 8. Sales Discount - All managed units receive a 0.5% discount from our sales commission rate if you are looking to sell your property

Premiere Management Company  
 1008 Hormel Lane  
 Loveland, OH 45140

## Sample Monthly Owner Statement

Akiko Kubo  
 120 Diana Ave.  
 Indianapolis, IN 95037  
 555-221-4208

### Owners Statement

Ownership: 1010 Eleanor Avenue

For the period 7/1/2010 - 7/31/2010

|                                 | <u>Current</u>   | <u>YTD</u>       |
|---------------------------------|------------------|------------------|
| <i>Beginning Bank Balance</i>   | 1,500.00         | 1,500.00         |
| Income                          |                  |                  |
| Rental Income                   | 1,300.00         | 9,100.00         |
|                                 | <u>1,300.00</u>  | <u>9,100.00</u>  |
| Expense                         |                  |                  |
| Management Fees                 | 130.00           | 910.00           |
| Pest Control                    | 0.00             | 100.00           |
|                                 | <u>130.00</u>    | <u>1,010.00</u>  |
| Net Income/Loss                 | 1,170.00         | 8,090.00         |
| Other Transactions              |                  |                  |
| Paid to owner                   | -1,170.00        | -8,090.00        |
| Net Change in Security Deposits | 0.00             | 0.00             |
|                                 | <u>-1,170.00</u> | <u>-8,090.00</u> |
| <i>Ending Bank Balance</i>      | 1,500.00         | 1,500.00         |
| Cash Requirements               |                  |                  |
| Reserve Amount:                 | 200.00           |                  |
| Security Deposits Held:         | <u>1,300.00</u>  |                  |
| Total Requirements              | 1,500.00         |                  |

|          |
|----------|
| COMMENTS |
|----------|

|                             |
|-----------------------------|
| We appreciate your business |
|-----------------------------|

# Leasing Services

## 1. Prepare property for Listing

- Make suggestions to owners before listing the property to ensure success and positive feedback once showings begin.
- Access to Green Ivy's trusted vendors, for quality service and an excellent price.

## 2. Market Analysis

- Schedule one-on-one client meeting and property walkthrough
- Provide a thorough analysis of current market activity to ensure maximum returns for our clients.



## 3. Advertising

- Exclusive Listing on the MLS, allowing ALL Realtors in Chicago access to the property
- Cast the widest net by listing your property on websites including Zillow, Trulia, Rad Pad, Hot Pads, Pad-Mapper, Home-Finder, Domu, and much more!
- Professional photographs with digital wide angle lens and tripod. No "cell phone pictures" with Green Ivy!
- Multiple Craigslist advertisements posted daily
- Rent Sign with Mobile ID platform with Green Ivy's integrated website
- Custom designed window listings

## 4. Lead Management & Showings

- Experienced leasing agents who get the job done!
- Zillow database and MLS Activity allows Green Ivy to track, assess, and manage leads
- Provide Tenant notification
- Owner updates every two weeks w/ market re-assessment and showing feedback
- Our Skilled negotiation tactics help our clients get the BEST lease terms

## 5. Prospective Tenant Screening

- Green Ivy leaves no stone unturned!
- Landlord Verification includes thorough questionnaire
- Minimum Income Requirements
- Paystub, Bank Account, W-9 collection
- Employment Verification
- Credit Report and debt-to-income analysis
- Personal consultation with Green Ivy's leasing coordinator

## 6. Move In / Out Coordination

- Handling of Security Deposits, Fees & Agreements
  - Walk through of property with written statement of condition
- **Cost** - Commission is typically equal to one month's rent